

Section 1

1. The Word window:

- Quick Access toolbar.
- Title bar.
- Scroll bar.
- Status bar.
- Rulers.
- View buttons.
- Zoom slider.

2. Word Wrap:

- Hard returns (when the user press the enter button to move the insertion point to the next line).
- Soft returns (created by the software as it wraps the text to a new line).

3. Keyboard shortcuts:

- Left – Right – up – down arrows.
- Home – End - PgUp – PgDn.

4. Toggle Switches:

- Caps Lock button on the keyboard.

5. Customize word:

- Add commands to the Quick Access toolbar (**Office button → Word options → Customize**).
- Customize how documents are saved (**Office button → Word options → Save**).

6. Save as document:

- Save this document as 'test.docx' on the desktop.
- Save previous document as a web page.
- Save previous document as "test1.doc" and choose save as type "Word 97-2003 Document".

7. Compatibility Mode:

- Open "test1.doc" document.
- Remove a document from compatibility mode (**Office button → Convert**).

8. Compatibility Checker:

- Check for features that are not supported by previous Word versions (Office button → Prepare → Run compatibility Checker).

9. Backup Options:

- Change the length of time between AutoRecover saves and the location of the saved files (Office button → Word options → Save).
- Creates a backup copy automatically every time you save (Office button → Word options → Advanced → Save → Always create backup copy).

10. Printing Options.

11. Document Properties.

12. Document Inspector:

- Checks for and removes different kinds of hidden and personal information from a document (Office button → Prepare → Inspect document).

Section 2

1. Font Attributes:(Home tab → Font)

- Change font type - font style - font size - font color.
- Change font style (Bold, Italic, and Underline commands).
- Special effects.

2. Character spacing:(Home tab → Font → Advanced)

- Spacing:

Expanded ---> stretches the text by increasing the spacing between characters.

Condensed ---> squeezes the text closer together.

- Position: Raised – Lowered

3. Change Text Case (Home tab → Font).

4. Text highlighting (Home tab → Font).

5. Paragraph Formatting:(Home tab → Paragraph)

- Text Alignment (Left – Right – Center - Justify).

- Borders and Shading.
- Bullets – Numbering.
- Paragraph Indents (Before and after text - First line - Hanging).
- Line and Paragraph Spacing.
- Show/Hide command: displays the non-printing characters in this document.
- Tab Stops.
- Leaders Characters.

6. Windows and Orphans:(Home tab → Paragraph)

- A widow is the last line of a paragraph appearing by itself at the top of a page.
- An orphan is the first line of a paragraph appearing by itself at the bottom of a page.
- Keep Lines Together: ensures that the entire paragraph appears on the same page.
- Keep With Next: prevents a soft page break between two paragraphs and keeps a heading with its associated text in the next paragraph.

7. Non-printing Formatting Marks (**Home tab → Paragraph**).

8. Styles: (**Home tab**)

- Modify A Style.
- Add New Style.
- Style Pane Options.

9. Symbols: (**Insert tab**)

- Temperature in the Indian plans can reach 50°C.
- We must improve our product range©.

10. Equations: (**Insert tab**)

- $\int_0^{\pi} x^2 \sin x \, dx$.
- $y = (x + 1)^2$.

11. Cover Page: (**Insert tab**)

- Insert a cover page in the document.

12. Graphical Objects: (**Insert tab**)

- Inset a picture and resize it.
- Crop the picture.
- Contrast and Brightness.

- Compress the picture.
- Picture Quick Styles.
- Text Wrapping.

Section 3

1. Insert a Table: (**Insert tab**)

Students Grades				
Subject	Math	Computer	Physics	Total
<i>First student</i>	90	70	80	240
<i>Second Student</i>	73	83	100	256
<i>Third Student</i>	60	70	60	190

2. Select a Cell, Column, Row, or Table (**Table Tools → Layout → Select**).

3. Insert New Rows and Columns (**Table Tools → Layout → Rows & Columns**).

4. Delete a row or column (**Table Tools → Layout → Rows & Columns → Delete**).

5. Delete the Data in a Cell.

6. Change the Row Height and Column Width (**Table Tools → Layout → Cell Size → Height & Width**).

7. Merge and Split Cells (**Table Tools → Layout → Merge → Merge Cells & Split Cells**).

8. Formatting a Table (**Table Tools → Design → Table Styles**)

- Select a style from the Tables Styles gallery.
- Borders and Shading.

9. Table Properties (**Table Tools → Layout → Table → Properties**)

- Table Alignment and Text Wrapping.

10. Data Alignment (**Table Tools → Layout → Alignment**)

- Align Top Left - Align Top Center - Align Top Right – Align Center Left...
- Text Direction.
- Cell Margins.

11. Calculate with Table Formulas (**Table Tools → Layout → Data → Formula**)

- Use the formula command to calculate the total degree for each student.

- Change the degree of math subject for the third student then, recalculate the total degree for this student using update field.
12. Sort Data (**Table Tools → Layout → Data → Sort**)
 - Sort the data in the previous table in ascending order according to the total degree.
 13. Convert a Table to Text (**Table Tools → Layout → Data → Convert to Text**).
 14. Use the Undo Command to reverse this action.
 15. Delete a Table (**Table Tools → Layout → Rows & Columns → Delete**).
 16. Convert a Text to Table: (**Insert tab → Table → Convert Text to Table**)

Subject	Math	Computer	Physics
Student1	10	20	30
Student2	40	50	60

17. Page Numbers: (**Insert tab**)
 - Insert page numbers into the document.

- Customize the format of the page numbers (use Roman numerals instead of Arabic numbers – make the numbering start at 3).

18. Headers and Footers: (Insert tab)

- Create a header with the word “Faculty of Pharmacy”, and footer with the current date.
- Create a different header for the first page.
- Let the header for the odd and even number pages have different content.

Section 4

1. Margins - Orientation –Size – Columns: (Page Layout tab).

- Change the margins – page orientation – page size.
- Split the text into a number of columns.

2. Page Breaks:(Page Layout tab)

- Soft page breaks: occurs when we type more text than fits a page.
- Hard page breaks: forces the text to begin on a new page such as adding a page break at the end of the paragraph.

3. Watermark - Page color - Page border: (Page Layout tab)

- Create a watermark with text "Faculty of Pharmacy".
- Change the color of the pages of the document.
- Add a border around the page.

4. Sections: (Page Layout tab)

- Divide the document into sections and format each section independently.

- Change the margins – page orientation – page numbering – number of columns in each section.
- Next Page - Continues.
- Link to previous.
- Move between the headers and footers of the sections using Previous and Next.

5. Zoom (**View tab**).

6. Document Views: (**View tab**)

- Print Layout view: displays the document like the printed document.
- Full Screen Reading view: hides the Ribbon and make it easier to read the document.
- Web Layout view: shows the document as it would appear if saved as a web page.
- Outline view: converts the text into structural view to organize the document and opens the outlining tool tab.
- Draft view: shows text formatting but simplifies the layout of the page so that you can type and edit

quickly. In draft view, some page elements do not appear, such as headers and footers, backgrounds.

7. Spelling and Grammar: (Review tab)

- Spelling and Grammar checkers may not find every error (test and text).
- Contextual spelling checker catches errors when the word is spelled correctly but used incorrectly (there and their).
- A blue wavy line under the word indicates a contextual spelling error.
- A red wavy line under the word means that the word is not found in Microsoft Office dictionary.
- Check the spelling and grammar for the whole document.

8. Word Wrapping:

- Nonbreaking space (12 March 2017).
- Nonbreaking hyphen (088-2233000).

Section 5

1. Table of Contents:

- Insert table of contents.
- Update table of contents.

2. Footnotes and Endnotes:

- Insert and Delete footnote and endnote.
- Modify the location or format of the footnotes and endnotes.

3. Comments:

- Insert a comment in a document.
- Move between the comments in a document using Previous and Next.
- Delete one of these comments from the document.
- Update the initials information, so that your initials appear next to comments you make.

4. Reviewing Pane:

- Display and hide the Reviewing Pane.

5. Show Markup:

- The Show Markup command color each comment with a different color for each reviewer.
- Select to view the comments of only one of the reviewers.

6. Tracking Changes:

- Toggle the Track Changes feature on.
- Insert and delete text.
- Use the Previous and Next buttons in the Changes group to move between changes.
- Accept or reject changes.

7. Markup Views:

- The Original view displays the document without any revisions.
- The Final view shows how the document looks if you accept all tracked changes.
- The Original: Show Markup view displays deleted text with a line through it and the inserted text in a markup balloon.

- The Final: Show Markup view displays the inserted text in the body and puts deleted text in a markup balloon.

8. Customize Track Changes:

- Comments.
- Insertions.
- Deletions.

9. Index.

10. Mail Merge using the Wizard.

11. Selecting a Main Document.

12. Selecting Recipients.

13. Create a Data Source:

14. Editing a Data Source.